

## SCHOOL RECEPTIONIST Job Description

<b>Grade:</b>	VIAT Grade 4 Point 18-21 £19,755-£22,017 – full time. Salary will be pro rata depending upon weeks worked
<b>Employed for:</b>	37 hours per week, term time - plus additional weeks to be discussed with the successful candidate
<b>Hours:</b>	08:00 – 16.00 Monday – Thursday, 8.00 – 15.30 – Friday, including a 30-minute unpaid lunch break
<b>Responsible For:</b>	Providing a high-profile, positive and welcoming front of house presence for the school

The successful candidate will be friendly, professional and possess the qualities to be the ‘face of the school’. You will deal with communication over the telephone, email and face to face with students, parents, staff and other stakeholders.

### Responsibilities:

- Greet all visitors, contractors, students and parents in a welcoming, professional manner.
- Adhere to the signing in and safeguarding process for visitors and contractors ensuring the correct lanyards are issued, providing supervision as necessary.
- Coordinate room booking and minibus and school van booking system.
- Manage the office voice mail and email inbox.
- Ensure the prompt delivery of all messages between staff, parents and students.
- Respond with administrative back-up when the fire alarm is activated.
- Support the Headteacher’s PA with admin tasks, where necessary.
- Support the Curriculum Administrator with day-to-day tasks, including proof-reading and any other duties that can be undertaken when the reception area is quiet.
- Oversee duties of student receptionists.

### Person Specification:

- To be able to promote good practice and be willing to share this with others.
- Have excellent communication and interpersonal skills.
- Have a sense of humour and a can-do attitude.
- Excellent organisational skills, having the ability to multi-task and cope with the pressures of being on reception.
- Be a team player with a positive and enthusiastic approach to work.
- Excellent telephone manner.
- Professional approach and friendly demeanour.

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**Essential Qualifications & Skills:**

- Computer skills essentials, GCSE Maths and English.
- SIMs database knowledge desirable although not mandatory.
- Previous knowledge of working within a school environment, would be desirable.

**Additional Information:**

- An Enhanced DBS check will be undertaken.
- Willingness to be a First Aider would be desirable.

**Safeguarding Responsibilities:**

- To comply with safeguarding policies, procedures and the school's code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when require.

If you are interested in this pivotal role for the school, please complete our application form (<https://www.invicta.viat.org.uk/227/application-forms>) and return it to Mrs Fitzgerald, Headteacher's PA ([n.fitzgerald@invicta.viat.org.uk](mailto:n.fitzgerald@invicta.viat.org.uk)) by Friday, 8 July 2022.

Applications will be considered as they arrive and interviews may take place earlier than the closing date, should enough quality applications have been received.

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